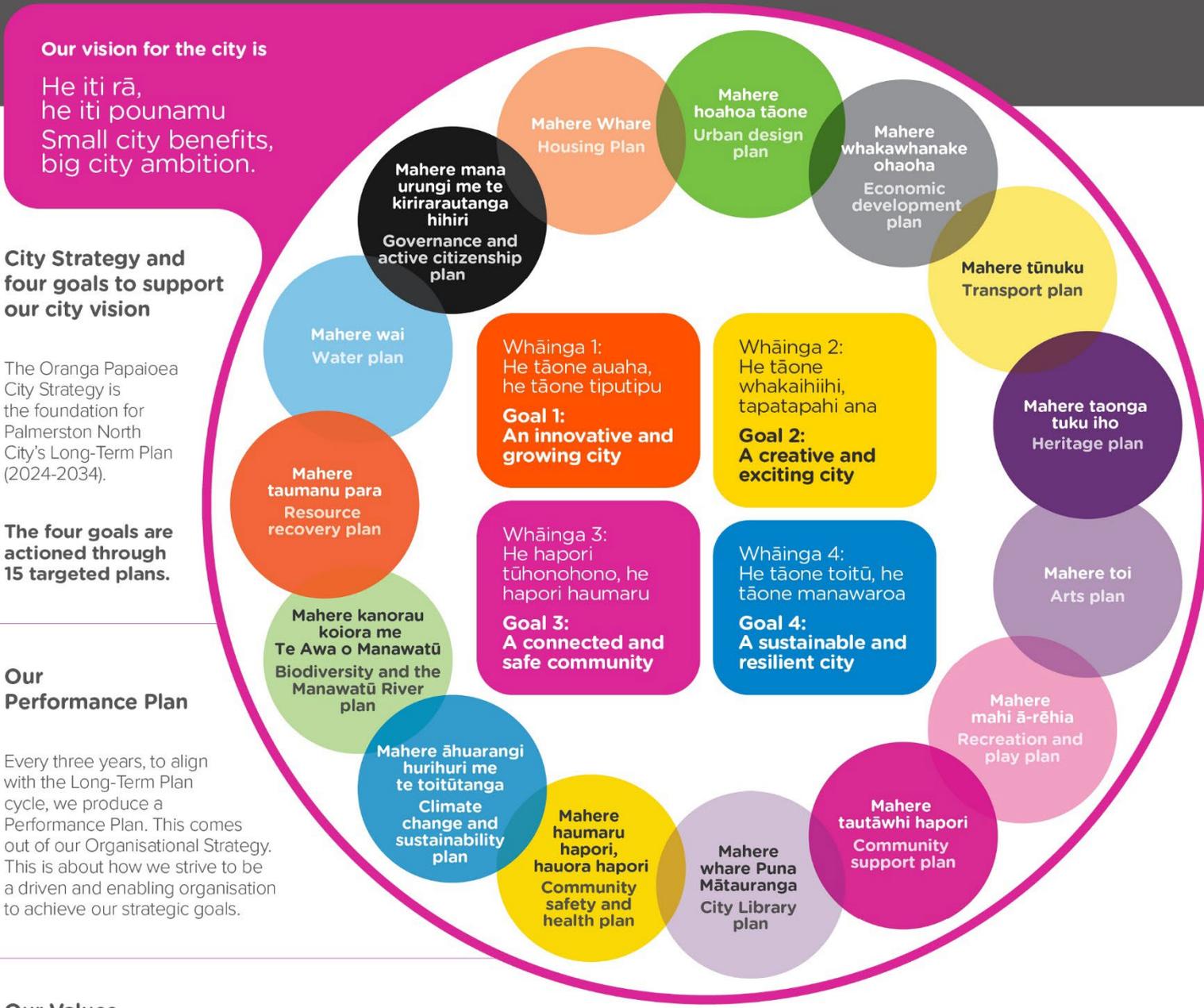


Position title	Parks Planner		
Reporting to	Activities Manager - Parks		
Group	Infrastructure		
Direct reports	0	Total reports	0
Financial authority	Nil	PNCC Grade	16
Date last updated	February 2026		



Our Values

PONO

Tuia te manawa tapatahi. Manaakitia te hau o roto, te hau o waho

We choose to be real and be positive. We act with integrity and fairness. We are mana enhancing and we care.

WHANAUNGATANGA

Tuia te manawa whakawhanaunga. Manaakitia te hau pāhekoheko, te hau o rau ringa

We cooperate and collaborate because we are stronger together. We treat each other with respect, valuing diverse contributions.

KIA MĀIA

Tuia te manawa mārohirohi. Manaakitia te hau o toa, te hau o hua

We work with courage and perseverance to serve our community. We trust in ourselves and our teammates to make it happen.

Context | Te Horopaki

The Infrastructure Group of Council is responsible for the stewardship of Council's infrastructural assets (roading, parking, three waters, waste services, parks, community facilities and property) as well as the delivery of the associated activities. Council utilises its investment in infrastructural assets to deliver best value services to its community.

To achieve this the Group carries out a number of functions including:

- asset management planning,
- project management,
- asset operation and maintenance,
- design of capital development works,
- physical works contract supervision; and
- planning and control for new developments.

PARKS AND RESERVES DIVISION

The Parks and Reserves Division plan for and manage the City's parks, reserves, swimming pools and cemeteries, ensuring that these assets meet community needs and support the Council's strategic direction. The division supports other divisions of the Unit by providing a coordinated approach to customer requests and information, with the associated business processes and reporting, to support the achievement of the Council vision.

Main Purpose | Te Pūtake Matua

To provide parks planning advice and develop supporting information and programmes for the Parks Asset Management Plan and Long Term/Annual Plans, to ensure that council provides an appropriate level of recreation facilities for its community now and in the future, in a sustainable and cost effective manner.

Key Areas of Responsibility | Ngā Haepapa Matua

Parks Management and Operations

- Support the Parks Management Officer to manage reserves in accordance with approved Reserve Management Plans (RMPs) and Council policy. Examples of tasks may include responding to enquiries, liaising with neighbours, upgrading park signage.
- Manage cases assigned through the Council Customer Case Management (CCM) in line with council customer service standards and resolution timeframes.
- Provide advice and support to the Parks Operations team on operational or management matters as required. Examples might include reviewing the provision of regulatory signage and coordinating the development/update of information signage.
- Monitor compliance with conditions of resource consents held by the Parks and Reserves Division.
- Work with the Property Division on reserve leasing and license matters including assessment of lease applications, lease terms and conditions and reporting to the Council.
- Support the Community Development Division and Parks Management Officer to assess applications and issue permits for activities on reserves in accordance with RMPs and Council Policy.
- Liaise with and provide advice to groups with approved ongoing community activity in our parks, as required.

Reserve Management Planning and Implementation.

- Investigate community proposals for ongoing use of reserve land, assessing strategic and policy fit and legislative considerations and provide sound and timely advice to the Council on options with associated costs and benefits.
- Provide advice to Council staff and community groups on legislative requirements with respect to proposals involving park and reserve land, including the Reserves Act 1977, Resource Management Act 1991 and Local Government Act 2002.
- Assist, as required, in the provision of reserve planning input into structure plans and consent applications, based on achieving outcomes of the Parks Asset Management Plan (AMP).
- Lead and/or participate in development and review of RMPs.
- Develop implementation plans and/or programmes for approved Reserve Management Plans that will inform Asset Management Plans and budgeting processes.
- Develop reserve development plans for City Reserves giving effect to relevant Council policy such as RMPs, Biodiversity, Heritage and Play Plans
- From time to time, and as delegated by Manager, support project managers to deliver capital projects in parks, through participation in the project team.

Asset Management and Programme Planning

- Respond to requests from the public for new assets, and asset replacements, ensuring that the underlying issue or opportunity is clearly identified, the request is feed into the appropriate planning process, and that the customer receives timely feedback on their request.
- Evaluate information held on performance of parks assets, levels of service and demand, identifying existing, and forecasting future, service gaps.
- In conjunction with other staff in the division, identify asset and non-asset solutions to address identified service gaps in a manner that delivers the agreed level of service at the minimum overall life cycle cost.
- Develop activity specific plans that will inform AMP and programme development. For example, a Walkways and Shared Path Network Plan.
- Complete the entry of programmes in council's business case planning/budget entry tool as part of the asset management/budgeting process, outlining the strategic fit, and long-term costs, benefits and risks of the preferred option(s).
- Ensure that budget programme information is kept up to date and that the Parks Activities Manager is advised of any changes that would impact on scope, budget and timing.
- Support the maintenance and ongoing update of parks planning information and the Parks AMP.

Please note: Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.

Key Areas of Responsibility | Ngā Haepapa Matua

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Key Relationships | Ngā Hononga Matua

Internal:

- Manager Parks and Reserve
- Parks and Reserves staff
- Asset Management Planning Division
- Programme Management Office
- Property Officer

External:

- Park users and stakeholders
- Rangitāne o Manawatū
- Horizons Regional Council
- Sport Manawatū
- External Consultants

Knowledge, Skills and Attributes | Ngā Mātauranga, Ngā Pūkenga, Me Ngā Āhuatanga

Knowledge (*qualifications and experience*)

- A tertiary qualification in recreation management, asset management or a related discipline.
- An understanding of the Reserves Act 1977, Local Government Act and Resource Management Act, would be an advantage, but not essential
- An understanding of the principles of asset management

Skills

- Can think at a long term, strategic level
- Can identify possible issues, risks, and opportunities
- Able to identify and critically assess options and identify solutions that best meet the needs of the community
- Able to develop long-term planning documents to a high standard
- Can-do attitude and the desire to work as part of a team

- Able to build and maintain strong relationships and proactively influence stakeholders for win-win outcomes

Experience

- Experience in a recreation or asset management planning role would be an advantage.
- Researching and writing reports with option analysis and recommendations for the governing body/board

Remuneration | Te Taiutu

- This position is a Grade 16 within Council’s remuneration system:
- Fixed remuneration for the role is between **\$91,432** (85%) and **\$107,567** (100%) depending on the Manager’s assessment of the skills/experience of the jobholder and any other relevant factors.
- In addition, a 3% KiwiSaver employer contribution will be applied (where eligible)

Other | He Haepapa Kē

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Group activities.

Health & Safety | Te Hauora Me Te Haumarua

We value our people and know they are the champions of our “great place to work”. Part of this is our strong Health, Safety and Wellbeing programme, alongside Employee Experience development initiatives. We’re proud that we have been awarded a SiteWise Gold status for health and safety.



Competencies | Ngā Āheitanga Matua

Core	
Service	<ul style="list-style-type: none"> • Recognises the diversity of customers, and adapts approach and style to meet their needs • Offers customers a range of solutions to problems • Demonstrates commitment to delivery of agreed solutions • Delivers and follows up on solutions • Seeks and gives feedback from customers • Looks for where improvements can be made to systems and processes
Communication	<ul style="list-style-type: none"> • Clearly communicates messages in a clear and concise manner • Uses the most effective method and style of communication for the target group and the situation • Uses active listening techniques including reflection and paraphrasing

	<ul style="list-style-type: none"> • Shares ideas appropriately • Recognises and minimises barriers to communication
Business ethics	<ul style="list-style-type: none"> • Demonstrates integrity, honesty, and commitment • Acts ethically in all dealings • Is equitable and ethical in the treatment of others • Is prudent in financial dealings
Information Technology	<ul style="list-style-type: none"> • Has an appropriate level of skill in computer software relevant to the requirements of the role. • Is confident to try new software • Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals
Health & Safety	<ul style="list-style-type: none"> • Proactively seeks and provides input into health and safety improvements in their work environment • Promotes and participates in a healthy and safe work culture • Keeps up to date with health and safety legislation and regulations relevant to the work they carry out
Role specific	
Intellectual Capability	<ul style="list-style-type: none"> • Shows evidence of analytical thinking • Identifies the underlying business opportunity, identifies, scopes and implements effective solutions • Able to consider the wider implications in formulating a decision • Shows evidence of conceptual and innovative thinking • Generates and/or recognises imaginative (out of the box) solutions and innovation • Facilitates solutions with others to complex and difficult issues
Professional Skills	<ul style="list-style-type: none"> • Has developed a body of relevant and current professional knowledge reflected by an appropriate qualification • Practical business experience built up over several years and familiar with all facets of the profession required by PNCC • Ability to interpret and work within relevant legislation • Has credibility within the profession • Knowledge base is current and regularly updated • Provides advice and operational support for reserve management practice across the Unit, and Council • Participates in and/or leads the development of reserve policy
Coaching and Mentoring	<ul style="list-style-type: none"> • Ensures knowledge is passed on in a structured way to achieve the maximum benefit • Encourage professional growth in those they work with • Passes on professional and organisational norms • Develops operational procedure documents and resources as required and shares information readily
Organisation Excellence	<ul style="list-style-type: none"> • Continually seeks to improve own performance

	<ul style="list-style-type: none"> • Recognises opportunities for innovative solutions for organisation improvement • Defines expectations of performance and values
Relationship Management	<ul style="list-style-type: none"> • Builds and maintains professional and productive relationships with key stakeholders • Understands stakeholders' views and why they are held • Develops a network of industry/ staff contacts to keep abreast of latest ideas and concepts • Demonstrates sensitivity to other groups and values diversity • Delivers on commitments • Able to deal effectively with the media • Understands the cultural requirements of the legislation they work within
Project Leadership	<ul style="list-style-type: none"> • Scopes projects effectively and secures the necessary resources to achieve agreed outcomes • Communicates and sells the project to key stakeholders • Builds strong relationships in order to achieve the project goals • Focuses on the delivery of the project, removes barriers to progress • Motivates and empowers others to achieve the project goals • Models the expected behaviours • Uses emotional intelligence to assist others to achieve • Monitors progress and undertakes corrective actions as necessary • Builds strong relationships to achieve the project goals • Demonstrates resilience, able to maintain performance over an extended period
Political Acumen	<ul style="list-style-type: none"> • Operates in an apolitical manner offering unbiased professional advice • Understands the political systems and underlying drivers • Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework • Operates in a fair, consistent, and equitable manner
Teamwork	<ul style="list-style-type: none"> • Understands team dynamics and is an active and contributing team player in the organisation • Models the standards for teams and teamwork • Understands team dynamics